

## *Records Officer Duties and Qualifications*

Coordinates the Department's Records Management Program and ensures records management activities are performed in accordance with standards and procedures. All department records, regardless of media, must be maintained, scheduled, transferred and disposed of according to policies established by the Maine State Archives.

- Ensures each Bureau/Office/Division has an Assistant Records Officer (ARO)
- Trains AROs in department procedures pertaining to records management and sets up training for individuals at the Maine State Archives.
- Acts as liaison between the Maine State Archives and the Department.
- Assists AROs in records scheduling, retention, and transfers.
- Ensures that only holders of Records Center Access Cards issued by the Maine State Records Center are allowed access to location numbers for containers stored at the Center, and that individuals who have need for reference service are issued cards before making Records Center requests. Ensures that when cardholders leave the Department, the Records Center is notified so that privileges may be revoked.
- Coordinates transfers of records to the Maine State Archives Division of Archives Services and the Maine State Records Center.
- Responsible for Department's records classification and storage schemes, regardless of media or physical format. This specifically includes **e-mail**, spreadsheets, word processing documents, databases, and (where applicable) image files, as well as paper and microform records. Works with the Office of Information Technology, as well as the Maine State Archives, as necessary to carry out these responsibilities.
- Works with the Maine State Archives for approval of new schedules, media changes, and procurement of records management tools and equipment.
- Works with committees, groups and individuals on guidelines, procedures and policies that affect the maintenance and disposition of records and the media in which they are stored.
- Reviews requests for materials and equipment needed by individuals, groups, and the Department, to perform records management activity.

### Qualifications (knowledges and abilities):

- Knowledge of common file classification conventions (including, but not limited to, alphabetic, numeric, geographic, and subject-based filing systems)
- Knowledge of common personal computer software tools
- Knowledge of how digital files are stored on personal computers, network file servers, and off-line media such as CDs, backup tapes, and optical storage devices
- Knowledge of retention scheduling procedures
- Ability to gain cooperation from all Department employees involved in records storage, retrieval, and disposal (which means ALL employees, since no one works without creating and using records)

### Appropriate placement within Department:

The Records Officer exercises authority on the Commissioner's behalf. If the Records Officer cannot be a direct report to the Commissioner (this is the ideal situation), there should be no more than one reporting step between them. Examples of appropriately chosen RO positions are: Administrative Secretary to the Commissioner; Director of Administrative Services; full-time Records Officer (a classification that does not exist at present) reporting to the Director of Administrative Services. Examples of inappropriately chosen RO positions are: Clerk Typist in the Department's Administrative Services section; supervisor of hard copy file room (who has no reason to be concerned with digital records); microfilm clerk.